CONTRACT/WORK ORDER SUBMITTAL SHEET

Wisconsin Department of Transportation

Rev 07/20/2016

Today's Date 7/21/2016	Date of Solicitation 1/13/2016
To: **DTIM-Contract Administration Unit** **Room 951 - Hill Farms State Office Building**	Solicitation ID SW01
	Date of Selection 3/9/2016
From: Audrey Gadow, Contract Specialist DTSD – SW Region – Madison	Original Project ID if different (contracts or work orders)

The consultant selection procedure was in accord with Chapter 8 of the *Facilities Development Manual*. The consultant's estimated hours of work and fee are reasonable. Therefore, I recommend this contract for your approval and execution.

WisDOT Contact for Contract/Work Order

Name	Title	(Area Code) Telephone
Larry Barta	Project Manager	(608) 246-3884

Consultant Contact for Contract/Work Order

Name	Title	(Area Code) Telephone
Jess Billmeyer	Project Manager	(608) 828-8257

Contract Work Type

☐ Archaeological/Historical Services	☐ CADDS/Drafting Services	☐ Photogrammetry
☐ Bridge Inspection	☐ Construction Services	☒ Planning/Studies
☐ Design Services	☐ Hazardous Materials Services	☐ Real Estate Services
☐ 2 Party	☐ In-Plant Inspection Services	☐ Surveying and Mapping
☐ 3 Party Local Billed	☐ Local Program Management	☐ Traffic Services
☐ 3 Party WisDOT Billed	☐ Materials Testing Services	☐ Other:

Contract Type	**PeopleSoft Account Number**
☒ Regular ☐ Master Contract Other masters in the group also submitted? ☐ Yes ☐ No ☐ No Group ☐ Work Order Work Order Number:	☐ 7740000 - Professional Services - General ☐ 8700240 - MC Mgmt Consult Contract Pay ☒ 8700128 - MC Engineering Contract Fees ☐ 8700129 - MC Mat Testing Contract Fees ☐ 8700130 - MC Other Imprvmt Contract Fees ☐ 8700241 - MC Archeolog/Investig Costs ☐ 8700000 - Special Purpose ☐ 8700229 - MC RE Contractual Fees ☐ 8700242 - MC HW/HM Invest by DBM ☐ 8705121 - MC Loc Eng Muni to Consultant ☐ 8705122 - MC Loc Eng Cnty to Consultant ☐ 8705123 - MC Agricult Impact Statements ☐ 8700224 - MC Haz Materials Remediation ☐ 8700243 - MC Haz Mat Investig Phase 1-3 ☐ Other:

Project ID(s) on Contract/Work Order	Consultant	Master Contract ID
1010-10-00	AECOM Technical Services, Inc.	

Location and Description

The project limits are IH 39/90/94 from USH 12/18 to IH 39/90 split in Portage. The project purpose is to prepare a planning level traffic impact analysis to provide a comprehensive evaluation of interstate access and grade separated crossings.

Required Documents for Contract and Work Order Submittals:

Contracts less than $3000:

☐ 1 copy of the contract with original signatures of consultant and Region/Bureau Director or Designee

☐ All REQUIRED SUPPORTING DOCUMENTS and applicable OTHER REQUIRED SUPPORTING DOCUMENTS listed below

Contracts $3000 or more:

☒ 2 copies of the contract, ALL with original signatures of consultant and a signature block for the WisDOT Contract Manager

☐ For 3-party contracts, add an additional copy for each involved local government entity

☒ Completed DT25 Recommendation to Governor for Contract Approval

> **ELECTRONIC SUBMITTALS ONLY** for DT25 forms. Project funding percentages must be correct and consistent with the information entered in PeopleSoft.

☒ All REQUIRED SUPPORTING DOCUMENTS and applicable OTHER REQUIRED SUPPORTING DOCUMENTS listed below

Work Orders less than $50,000:

☐ 1 copy of the work order with original signatures of consultant and Region/Bureau Director or Designee

☐ All REQUIRED SUPPORTING DOCUMENTS and applicable OTHER REQUIRED SUPPORTING DOCUMENTS listed below

Work Orders $50,000 or more:

☐ 2 copies of the contract, ALL with original signatures of consultant and a signature block for the WisDOT Contract Manager

☐ For 3-party contracts, add an additional copy for each involved local government entity

☐ All *REQUIRED SUPPORTING DOCUMENTS* and applicable OTHER REQUIRED SUPPORTING DOCUMENTS listed below

REQUIRED SUPPORTING DOCUMENTS:

☒ **Summary of Staff Hours and Direct Labor Costs (FDM 8-10-1, Att. 1.1; Att. 1.4 for specific rate contracts)

    ☒ Summary of Lump sum and/or Actual Cost contract work, if necessary

    ☒ Summary of "if authorized" work on contract, if necessary

☒ Consultant Contract Direct labor Detail (FDM 8-10-30, Att. 30.1; Att.30. 7 for specific rate contracts)

☒ **Fee Computation Summary by Engineering Task (FDM 8-10-30, Att. 30.2; Att. 30.8 for specific rate contracts)

    ☒ Summary of Lump Sum and/or Actual Cost contract work, if necessary

    ☒ Summary of "if authorized" work on contract, if necessary

☒ **Direct Expenses by Item (FDM 8-10-30, Att. 30.3)

☒ Consultant Total Fee Computation (FDM 8-10-30, Att. 30.4; Att. 30.9 for specific rate contracts)

☒ Subconsultant Staff Hours Summaries and Contract Fee Computations (**first four items above**) for each subconsultant on the contract

☒ One copy of each subcontractor's original proposal letter

** **One form required for each project on the contract**

OTHER REQUIRED SUPPORTING DOCUMENTS:

Sole Source Contracts	☐ Request for Sole Source Provider (DT1517) (FDM 8-5-5)
Small Purchase Contracts	☐ Small Purchase Contract Selection (DT1516) (FDM 8-5-10)
Phased Contracts	☐ Schedule for Phased Contracts (FDM 8-10-30, Att. 30.5)
	☐ First four REQUIRED SUPPORTING DOCUMENTS for each phase
Local Design Contracts	☐ Local Design Selection checklist (DT1515) (FDM 8-5-20)